

ER-5-1224

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Acting Deputy Director (Administration)

SUBJECT: DCI Protective Program

1. Reference is made to my memorandum of 25 November 1953, subject as above, which concerned the assignment to you of [REDACTED] for the purpose of establishing and maintaining adequate security measures to insure your personal safety in time of emergency. The program outlined in the referenced memorandum was approved by you on 2 December 1953.

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2. In furtherance of this program, it is felt that security considerations make it highly desirable that your office be relocated. From a security standpoint, it is believed that the most suitable space in the Agency, for the location of your office, is the west end of the second floor of South Building. The security disadvantages of the present location of your office and the advantages offered by the space in South Building are summarized below:

a. Disadvantages of Administration Building:

- (1) Means of egress from the building, in time of emergency, are extremely limited.
- (2) The proximity of your office to the guard post offers little opportunity for restraint of an individual determined to gain access to your office. If an individual attempts forced entrance into your office, the present arrangement does not provide adequate time to alert you of the imminent danger so that you may safely leave your office.
- (3) The reception facilities afforded in the Administration Building are deemed unsatisfactory for your office. With only one reception room available, it frequently happens that high level visitors having divergent interests, must be seated together.

b. Advantages of South Building:

- (1) Several alternate routes of egress from your office area, as well as the building, are available.
- (2) The proposed space in South Building would be sufficiently far removed from the guard post at the main entrance to permit screening of unscheduled visitors, interception of any unauthorized individual who may gain access to the building, or advance telephonic warning that such an individual is in the building. This arrangement would enable you to leave your office area, if circumstances warranted, by one of the alternate routes available.

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- (3) Reception facilities and waiting rooms can be provided for scheduled visitors, unscheduled visitors, and staff employees of the Agency who may have to wait until you are free to see them. These facilities can be so arranged that individual visitors will not be seated together nor even see each other.

3. Details of the proposed plan to re-locate your office are shown on the attached floor plan. Briefly, the plan provides that you and your immediate staff occupy space in the west wing of the second floor of South Building. Sufficient space can be provided to accommodate a conference room, projection room, dining room and galley. The elevator in that end of the building can be restricted to your use and such members of your staff as you may designate. It may also be used by high level visitors under escort by a member of your staff. Adequate reception rooms can be provided on the first floor to accommodate unscheduled visitors until such time as their appointment can be confirmed. Unannounced visitors would first be screened by [REDACTED] 5X1A9a or his alternate in a tactful and diplomatic manner. Additional facilities could be made available on the second floor where scheduled visitors may wait until you are ready to receive them. An emergency communication room could be provided, not in lieu of, but in addition to the one presently in the basement of Administration Building.

4. From a security standpoint, your approval of the proposed plan is recommended. If you approve, I shall immediately initiate the necessary action to implement the plan.

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[REDACTED]
Sheffield Edwards
Director of Security

Attachment: One (1) Floor Plan

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